

APPENDIX C

FAMILY HOUSING INFORMATION REQUIREMENTS

A. INSTRUCTIONS FOR REPORTING FAMILY HOUSING INVENTORY, DD FORMS 1410 AND 1411, RCS A&T(A)1081

1. General Instructions

a. This report provides annual information on the inventory and occupancy of DoD family housing units as of September 30.

b. The DoD Components shall submit summary (worldwide, CONUS, U.S. overseas, foreign) reports on family housing inventory and occupancy each year, December 15 following the September 30 report date, to the Assistant Deputy Under Secretary of Defense (Conservation and Installations). After submission of the summary reports, the DoD Components shall provide installation-level data as required to the Office of the ADUSD(CI), normally by facsimile within 8 duty hours.

c. DoD Components shall report all units controlled by the DoD Component including those loaned to or occupied by personnel of other DoD Components or Government agencies. Do not include units borrowed from other DoD Components or Government agencies. Exclude military Assistance Advisory Group (MAAG) housing units whose cost is borne by Military Assistance Program (MAP) funds either directly or through reimbursement to the DoD Component's appropriated funds.

d. Adequate inventory data reported on DD Form 1410 (item 18 column (d) less item 23 column (d)) shall match the total active adequate units reported on DD Form 1411 (item 16 column (j)). Substandard total inventory reported on DD Form 1410 (item 18 column (e) less item 23 column (e)) shall match the substandard total reported on item 16 column (k) of DD Form 1411.

2. Header Items, DD Forms 1410 and 1411

a. Item 1, Report Period. The last day of the report period (for example, 940930).

b. Item 2, installation Name. The complete installation name. If report is sent by an installation for the first or last time, mark the Item "First Report" or "Last Report" as appropriate. For major command or DoD Component area summaries, leave blank.

c. Item 3, Major Command/EFD. The official short title for the major command or engineering field division (EFD). For DoD Component area summary reports, leave blank.

FAMILY HOUSING INVENTORY AND OCCUPANCY					1. REPORT PERIOD (YYMMDD) <div style="text-align: center; font-size: 1.2em;">9 0 0 9 3 0</div>		REPORT CONTROL SYMBOL		Form Approved OMB No. 0704-0 188									
Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.																		
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES.																		
2. INSTALLATION NAME AIR FORCE WORLDWIDE SUMMARY			3. MAJOR COMMA NO/ EFD			4. AREA <input type="checkbox"/> a. CONUS <input type="checkbox"/> b. U.S. OVERSEAS <input type="checkbox"/> c. FOREIGN <input checked="" type="checkbox"/> d. WORLDWIDE		5. TYPE OF REPORT <input type="checkbox"/> a. INDIVIDUAL <input checked="" type="checkbox"/> b. SUMMARY		6. INSTALLATION STATUS <input type="checkbox"/> a. ACTIVE <input type="checkbox"/> b. INACTIVE <input type="checkbox"/> c. EXCESS								
7. STATE			8. ZIP CODE		9. REAL PROPERTY INVENTORY CODE (RPIC)		10. COUNTRY		11. DOD COMPONENT DEPARTMENT OF AIR FORCE									
			LEASED (a)		APPROPRIATED FUND PRIOR 1950 (b)		ALL OTHER ADEQUATE (c)		TOTAL ADEQUATE (d)		TOTAL SUBSTANDARD (e)		ADEQUATE SUBSTANDARD TOTAL (f)		MOBILE HOME SPACES (g)		DOD SPONSORED (h)	
TOTAL INVENTORY																		
12. PREVIOUS TOTAL			6978		15979		120965		143922		2077		145999		3472			
13. NEW ADDS +			788		707		4989		6484				6482		84			
14. CONVERSION GAINS +			3		56		262		225				225					
15. CONVERSION LOSSES -			1		431		4644		694				694					
16. DISPOSALS -			578		1073		4		6295				6295		92			
17. OTHER LOSSES -									8				8		1			
18. PRESENT TOTAL			7190		15234		121210		143634		2077		145711		3463			
INACTIVE INVENTORY																		
19. PREVIOUS INACTIVE TOTAL					818		4550		5368		274		5642		217			
20. REACTIVATION -					442		2584		3026		341		3060		15			
21. INACTIVATIONS +			51		557		4954		5563		226		5789		194			
22. INVENTORY LOSSES -					118		828		946				946		9			
23. PRESENT INACTIVE TOTAL			51		815		6094		6959		466		7425		387			
VACANCY INFORMATION																		
24. MOVES OUT			3187		6732		47697		57616		1135		58751		991			
25. MOVES IN			3398		6284		45507		55189		955		56144		761			
26. GROSS AVAILABLE OCCUPANCY DAYS			2591361		5424348		42323458		50339167		620603		50959770		1161806			
27. VACANT - REPAIR/IMPROVEMENT			1505		37714		287294		326513				326513		0			
28. NET AVAILABLE OCCUPANCY DAYS			2589856		5386634		42036164		50012654		620603		50633257		1161806			
29. VACANT - MAINTENANCE			33783		62067		438750		534600		7879		542479		650			
30. VACANT AVAILABLE			12105		31581		295088		338774		5527		344301		101341			
31. NET VACANCY PERCENT			1.77		1.74		1.75		1.75		2.16		1.75		8.78			
ADEQUATE INACTIVE																		
2. INACTIVE UNITS TO BE EXCESSED			TYPE		OFFICER (a)		ENLISTED		PAY GRADE		FAMILIES ON WAITING LIST		WAITING TIME					
							E9-4 (b) E3-1 (c)				ADEQUATE (a) SUBSTANDARD (b)		ADEQUATE (c) SUBSTANDARD (d)					
a ADEQUATE 598			33. 1BDRM		0		20		0		38. OFFICER 1736		0		18			
b SUBSTANDARD 21			34.2 BDRM 35.3 BDRM		257 603		2115 3057		17 0		39. E9-E7 4508		4 4		14 14		14	
36.4 + BDRM 37. TOTAL			180 1040		710 5902		0 17		40. E6-E4 41. E3-E1		33432 4018		4501 43		20 17		15 11	

DD Form 1410, APR 91

Previous editions are obsolete.

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Figure C-1. DD Form 1410

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FAMILY HOUSING INVENTORY DESIGNATION AND ASSIGNMENT						1. REPORT PERIOD (YYMMDD) 900930		REPORT CONTROL SYMBOL		Form Approved OMB No. 0704-0188	
<small>Public reporting burden for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.</small> PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES.											
2. INSTALLATION NAME AIR FORCE WORLDWIDE SUMMARY				3. MAJOR COMMAND/EFD			4. AREA			5. TYPE REPORT	
6. STATE				7. ZIP CODE		8. REAL PROPERTY INVENTORY CODE (RPIC)		a. CONUS		b. US OVERSEAS	
9. COUNTRY				10. DOD COMPONENT DEPARTMENT OF AIR FORCE				c. FOREIGN		d. WORLDWIDE	
		OFFICER QUARTERS				ENLISTED QUARTERS				TOTAL ADEQUATE UNITS	
		010-07 (a)		06 (b)		05-04 (c)		03-01 W4-W1 (d)		OFFICER TOTAL (e)	
		E9-E7 (f)		E6-E4 (g)		E3-E1 (h)		ENLISTED TOTAL (i)		SUB-STANDARD TOTAL (k)	
ACTIVE ADEQUATE UNITS DESIGNATION											
11. 1 BEDROOM								441		441	
12. 2 BEDROOMS		1		9		30		2742		2782	
13. 3 BEDROOMS		37		452		4849		10254		15792	
14. 4 BEDROOMS		299		1466		2380		2506		6651	
15. 5 + BEDROOMS		44		27		20		39		130	
16. TOTAL		381		1954		7279		15541		25155	
ACTIVE ADEQUATE UNITS ASSIGNED											
17. 010-07		264		7				271		271	
18. 06		102		1456		143		29		1730	
19. 05-04		1		365		4960		935		6261	
20. 03-01, W4-W1				26		1753		12682		14461	
21. E9-E7				13		165		425		603	
22. E6-E4				5		90		914		1009	
23. E3-E1						1		15		16	
24. (OTHER SERVICE) (List) U. S. ARM"		(12)		(71)		(369)		(637)		(1089)	
25. (OTHER SERVICE) (List) U. S. NAVY		(14)		(41)		(129)		(294)		(478)	
26. (OTHER SERVICES) (List) U. S. MARINE CORPS		(10)		(32)		(215)		(449)		(706)	
27. (UNACCOMPANIED FAMILY)				(2)		(44)		(117)		(163)	
28. (CIVILIAN)		(2)		(19)		(459)		(611)		(1091)	
29. TOTAL OCCUPIED		367		1872		7112		15000		24351	
30. TOTAL VACANT		14		82		167		541		804	
31. TOTAL ACTIVE ADEQUATE		381		1954		7279		15541		25155	

DD Form 1411, APR 91

Previous editions are obsolete.

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Figure C-2. DD Form 141

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d. Item 4, Area. Enter an “X” on the appropriate line to show the area in which the reporting installation is located or the type of summary report. The “worldwide” item is used only for DoD Component summary reports; for major command/EFD summaries, leave blank.

e. Item 5, Type of Report. Enter an “X” on the “Individual” item to show report of a single installation. Use “Summary” item to show a major command or DoD Component area summary report.

f. Item 6 DD Form 1410, Installation Status. Enter an “X” on the appropriate line to show whether the reporting installation is active, inactive, or excess.

g. Item 7 DD Form 1410, Item 6 DD Form 1411, State. Name of state (or District of Columbia). If the reporting installation is not in the United States, leave blank. For summary reports, leave blank.

h. Item 8 DD Form 1410, Item 7 DD Form 1411, Zip Code. The installation’s 9-digit zip code. For summary reports, leave blank.

i. Item 9 DD Form 1410, Item 8 DD Form 1411, Real Property Inventory Code (RPIC). The RPIC for the reporting installation. For summary reports, leave blank. RPICS are derived as follows:

(1) Army: The five-character real property installation number preceded by “A.”

(2) Navy: The five-character unit identification code (UIC) preceded by “N.”

(3) Air Force: The four-character geographic location code (GEOLOC) preceded by “F.”

(4) Marine Corps: The five-character UIC preceded by “M.”

(5) Defense Logistics Agency: The locality identifier (5 characters or less) preceded by “S.”

j. Item 10 DD Form 1410, Item 9 DD Form 1411, Country. The name of the country where the installation is. If the installation is in the United States, enter “U. S.” If the installation is in a U.S. possession (such as Guam, Midway Island, etc.), enter the name of the possession. For summary reports, leave blank.

k. Item 11 DD Form 1410, Item 10 DD Form 1411, DoD Component. The name of the responsible DoD Component.

3. Family Housing Inventory and Occupancy Data, DD Form 1410

a. columns--inventory and Vacancy Information

(1) Column (a), Leased. Leased housing generally shall be confined to privately owned units obtained by the U.S. Government for use as military public quarters, including leased housing constructed in foreign countries as rental guaranty units. Military public quarters owned by HUD shall also be considered. When one DoD Component acts as executive agent and leases units for use by another, the executive agent shall report such units in its inventory. When a non-DoD U.S. Government agency leases privately owned units for use by DoD personnel, they shall be reported as leased units (e.g., when the State Department leases for a Military Department, the Military Department reports the units).

(2) Column (b), Appropriated Fund - Prior FY 1950 Appropriation. Housing units acquired incidental to land purchases and other adequate housing units acquired or constructed under direct funding appropriated before the FY 1950 appropriation. Include adequate foreign source units built before 1950, e.g., Royal Air Force. Include units owned by a foreign government and used by the DoD Component under international agreement.

(3) Column (c), All Other Adequate. All other adequate Government-owned housing units. Include Government of Japan (GOJ) housing provided to the United States under the Japanese Facilities Improvements Program (JFIP), housing provided by the Republic of Korea (ROK) under the ROK Force Improvement Plan (FIP), and adequate foreign source units built 1950 and after. Include: appropriated fund housing, FY 1950 and after; appropriated fund relocatable housing; and adequate Capehart, Wherry-acquired, surplus commodity, and permit housing.

(4) Column (d), Total Adequate. In items 12 through 30, the sum of columns (a), (b), and (c).

(5) Column (e), Total Substandard. Units designated substandard. Also include substandard foreign source units, regardless of how operated, and Government-owned mobile homes.

(6) Column (f), Adequate and Substandard. In items 12 through 30, the sum of columns (d) and (e).

(7) Column (g), Mobile Home Spaces. Government-owned mobile home spaces. Exclude spaces occupied by Government-owned mobile homes included in column (f).

(8) Column (h), DoD Sponsored. Domestic rental guarantee units.

b. Lines—Inventory and Vacancy Information.

(1) Item 12, Previous Total. In each column, total units (active plus inactive) under the control of the reporting installation (occupied for any reason, or vacant) as of the last day of the preceding report period. These data should be the same as the “Present Total” of the preceding report period. Any corrections to previously reported inventory shall be explained in a keyed footnote on an attached sheet.

(2) Item 13, New Adds. Units acquired other than by conversion during the report period.

(3) Item 14, Conversion Gains. Units added by conversion, improvement or other action that caused a change in status during the report period; include both those that cause change from substandard to adequate, as well as those that create new DoD family housing facilities. Conversions shall be reported as done as of the beneficial occupancy date.

(4) Item 15, Conversion Losses. Units permanently lost by conversion or other action that caused a change in status during the report period; include both actions which upgrade family housing as well as those which convert them to non-family uses.

(5) Item 16, Disposals. Units disposed of and lease cancellations; except for permanent conversions which occurred for any reason during the report period. Disposals shall be reported as effective the date the units are removed from the Defense Family Housing Property Account of the respective DoD Components by transfer, demolition, sale, or other conveyance. A report of excess houses to the General Services Administration (GSA) is not considered a disposal until the property is accepted by GSA.

(6) Item 17, Other Losses. Units lost due to damage or destroyed by fire, natural causes, etc., during the report period.

(7) Item 18, Present Total. In each column, total units (active plus inactive) in the inventory the last day of the report period. This item is the sum of items 12 through 17; i.e., $12 + 13 + 14 - 15 - 16 - 17 = 18$.

(8) Item 19, Previous Inactive and Diverted Total. In each column the inactive and diverted units in the inventory as of the last day of the preceding report period. These data should be the same as the "Present Inactive Total" of the preceding report period. Any corrections to previously reported inventory shall be explained in a keyed footnote on an attached sheet.

(9) Item 20, Reactivation. Units reactivated during the report period. Also include the return of diverted units to family housing use.

(10) Item 21, Inactivations. Units inactivated during the report period. Also included new diversions.

(11) Item 22, Inventory Losses. Inactive units dropped from the Defense Family Housing Property Account during the report period. This includes permanent conversion losses, disposals and all other losses of inactive units.

(12) Item 23, Present Inactive Total. Units that were inactive and diverted the last day of the report period. This item is the sum of items 19 through 22; i.e., $19 - 20 + 21 - 22 = 23$.

(13) Item 24, Moves Out. The number of times units were vacated during the report period, regardless of the reason and regardless of whether or not reoccupied.

(14) Item 25, Moves In. The number of times units were moved into during the report period.

(15) Item 26, Gross Available Occupancy Days. Gross number of unit days available for occupancy in the report period. Gross days is the number of active housing units multiplied by the days available in the report period (365 or 366 days in 12 months). Gross unit days are counted for each day after the beneficial occupancy date of an active unit. Individual computation shall be made for units not available for occupancy the entire report period.

(16) Item 27, Vacant - Repair/improvement. The number of days active units were vacant for major rehabilitation, repair, improvement, alteration, or conversion work.

(17) Item 28, Net Available occupancy Days. Item 26 minus item 27.

(18) Item 29, Vacant - Maintenance. The number of days active units were vacant incident to routine change of occupancy maintenance.

(19) Item 30, Vacant - Available. The number of days active units were vacant other than for major repair or minor maintenance.

(20) Item 31, Net Vacancy Percent. Divide the sum of items 29 and 30 by item 28. Convert the result to a percentage and round to two decimal places (e.g., 1.95%).

c. Item 32, Inactive Units to be Excessed. Inactive units reported above which will be excessed to the General Services Administration before the next report. On item 32a, enter inactive adequate units to be excessed of those reported on item 23 column (d). On item 32b enter inactive substandard units to be excessed of those reported on item 23 column (e).

d. Items 33 through 37, Adequate Inactive, columns (a), (b) and (c). Number of adequate inactive units by bedroom type and grade designation (officer, E9-4, E3-E1), which are included in column (d) of item 23.

e. Items 38 through 41, Waiting List Data.

(1) Column (a), Families On Waiting Lists - Adequate. On each line, the number of families on all waiting lists for adequate housing as of the last day of the report period. Each family shall be counted only once regardless of the number of waiting lists they may be on.

(2) Column (b), Families on Waiting Lists - Substandard. On each line, the number of families on all waiting lists for substandard housing as of the last day of the report period. Each family shall be counted only once.

(c) **Column (c), Waiting Time for Adequate Units.** On each line, the average number of months a family must wait for adequate quarters. Entries should be made in increments of whole months; e.g., two weeks or more should be entered as one month, less than two weeks as zero.

(d) **Column (d), Waiting Time for Substandard Units.** On each line, the average number of months a family must wait for substandard quarters.

4. Family Housing Inventory Designation and Assignment Data, DD Form 1411. Report only active family housing units on DD Form 1411.

a. **Grade Designation of Adequate Quarters.** The headings of columns (a) through (j) reflect the grade designation of the quarters, not the pay grade of the current occupants.

b. **Quarters Designated for Combined Grade Groups.** All active adequate units, and assigned occupants, shall be reported in specific grade designation columns. If units are permanently designated for a combination of grade groups, distribute the units to the grade columns on a reasonable basis such as current occupant grade ratios or long-range programming, or use the column reflecting the more senior of the combined groups.

c. **Columns.** Column (e) is the total of columns (a) through (d). Column (i) is the total of columns (f), (g), and (h). Column (j) is the total of columns (e) and (i). In column (k), report inventory and assignment of all active units designated substandard; also include substandard *foreign source* units, regardless of how operated, and Government-owned mobile homes.

d. **Items 11 through 15, Inventory by Bedroom Category.** In each column, inventory distributed to items 11 through 15 by bedroom category.

e. **Item 16, Total Inventory.** In each column, sum of items 11 through 15. Data must match DD Forms 1410 data as follows:

<u>Item 16, DD Form 1411</u>		<u>DD Form 1410</u>
Column (j)	=	Item 18 minus item 23 (in column (d))
Column (k)	=	Item 18 minus item 23 (in column (e))

f. **Units Assigned, items 17 through 29**

(1) **Items 17 through 23:** In each quarters column, the number of sponsors of occupants, listed on lines corresponding to the sponsors' pay grades. Includes sponsors who are members of other Services, unaccompanied families (families authorized to remain in quarters while sponsor is absent (e.g., on an unaccompanied tour)), and civilians (on lines by grade equivalency, Table 2-I).



(2) **Non-Add () Items, 24 through 28:** On these lines, numbers of families are listed in appropriate quarters columns without regard to sponsors' pay grades. As they report families who are also included in items 17 through 23, items 24 through 28 are @ included in the computation of total occupancy.

(a) **Items 24 through 26c (Other Service).** Annotate the left column to show the *applicable military services, one line per service*, but not the host service identified in Item 10. On appropriate items, 24 through 26c, report the numbers of service families.

(b) **Item 27 (Unaccompanied Family).** Unaccompanied families (families authorized to remain in quarters while sponsor is absent (e.g., on an unaccompanied tour)).

(c) **Item 28, (Civilian).** Civilian families assigned.

(3) **Item 29, Total Occupied.** In each column, the total of items 17 through 23. (Items 24 through 28 are not to be added; their data are included in items 17 through 23).

g. **Item 30, Total Vacant.** In each column, the number of active units that are vacant.

h. **Item 31, Total Active Adequate.** In each column: the sum of item 29 plus item 30; should equal item 16.

5. Component Options. The Head of the DoD Component concerned, or designee, may opt, on a Component-wide basis, not to use any or all of items 19 through 22 ("Previous Inactive Total" through "Inventory Losses") and 25 through 31 ("Moves In" through "Net Vacancy Percent") on DD Form 1410. With appropriate advance notice, the ADUSD(CI) may suspend those options.

MILITARY FAMILY HOUSING JUSTIFICATION				1. DATE OF REPORT (YYMMDD) 880915		2. FISCAL YEAR 1990		REPORT CONTROL SYMBOL	
DOD COMPONENT Navy		4. REPORTING INSTALLATION a. NAME PWC San Francisco				b. LOCATION California			
DATA AS OF 31 January 1988									
ANALYSIS OF REQUIREMENTS AND ASSETS		CURRENT				PROJECTED			
		OFFICER (a)	E9-E4 (b)	E3-E1 (c)	TOTAL (d)	OFFICER (e)	E9-E4 (f)	E3-E1 (g)	TOTAL (h)
5. TOTAL PERSONNEL STRENGTH		2360	12544	6388	21292	2070	12718	6346	21134
7. PERMANENT PARTY PERSONNEL		1914	11583	5959	19456	1945	12000	6039	19984
8. GROSS FAMILY HOUSING REQUIREMENTS		1288	7280	1287	9855	1312	7389	1231	9932
9. TOTAL UNACCEPTABLY HOUSED (a + b + c)		265	2348	639	3252				
a. INVOLUNTARILY SEPARATED		29	342	147	518				
b. IN MILITARY HOUSING TO BE DISPOSED / REPLACED		0	0	0	0				
c. UNACCEPTABLY HOUSED - IN COMMUNITY		236	2006	492	2734				
10. VOLUNTARY SEPARATIONS		79	1137	273	1489	80	1153	261	1494
1. EFFECTIVE HOUSING REQUIREMENTS		1209	6143	1014	8366	1232	6236	970	8438
2. HOUSING ASSETS (a + b)		960	5824	382	5166	994	5033	502	6529
a. UNDER MILITARY CONTROL		462	2238	0	2700	462	3282	0	3744
(1) Housed in Existing DOD Owned / Controlled		448	2212	0	2660	462	2238	0	2700
(2) Under Contract / Approved						0	1044	0	1044
(3) Vacant		14	26	0	40				
(4) Inactive		0	0	0	0				
b. PRIVATE HOUSING		498	1586	382	2466	532	1751	502	2785
(1) Acceptably Housed		496	1583	375	2454				
(2) Acceptable Vacant Rental		2	3	7	12				
3. EFFECTIVE HOUSING DEFICIT		249	2319	632	3200	238	1203	468	1909
4. PROPOSED PROJECT							344	0	344
5. REMARKS (Specify item number)									
[This sample is not a replica. The data above is from the original, but comments and numbers below were created to illustrate current instructions.]									
Items 9c and 12b(2). Families looking for housing in the community face problems almost unparalleled in the Navy. Housing costs are the highest in CONUS, with average 2-bedroom units rent \$1000 plus utilities. The exceptionally high number of families who are unacceptably housed and the high vacancy rate in the private market are measures of the problem. Local officials, federal regional offices, and regional property management organizations reviewed and concurred with the data and the need for this project.									
Line 13. The projected 2-bedroom deficit for junior enlisted (E4-E6) is 918 units.									
Line 14. The proposed project is composed of 344 2-bedroom units for junior enlisted (E4-E6). It will replace 3 adequate and 10 substandard units, all of which are now vacant.									

Figure C-3. DD Form 1523

B. INSTRUCTIONS FOR COMPLETING MILITARY FAMILY HOUSING JUSTIFICATION, DD FORM 1523, RCSDD-A&T(AR)I716

The requirement for family housing at each installation or installation complex of the DoD Components shall be determined on the basis of current family housing conditions, projected long-range family housing requirements, consultations with Government agencies and other organizations knowledgeable of local housing conditions, and the results of a market analysis.

1. DD Form 1523 shall be used to justify family housing construction and acquisition programs to OSD and Congress.

2. Related Forms: Components shall establish procedures to accumulate and calculate data summarized on DD Form 1523. Continuation of established procedures shall be subject to ADUSD(CI) oversight.

a. DD Form 1376 ("Family Housing Questionnaire"), DD Form 1377 ("Tabulation of Family Housing Survey"), DD Form 1378 ("Determination of Housing Requirements and Project Composition"), and DD Form 1379 (Narrative on Family Housing) may be used to calculate and display data summarized on DD Form 1523. Those shall be issued and updated by memoranda as needed. To ensure uniformity in the use of the forms, the Department of Navy shall manage the development of refinements and delineate procedures to be used.

b. Information based on other DoD forms and reports (including forms in this Manual) or non-DoD forms and related procedures may be used to complete DD Form 1523. DoD Components using these alternate sources to develop justification of military family housing shall be responsible for procedures ensuring that data and calculations (current and projected) are timely, representative, and otherwise statistically valid.

3. Market analysis and all other documentation supporting reported current and projected data shall be kept for at least three years.

4. Chapter 2 requires the housing office to verify Service members' reports of unacceptable housing and involuntary separation. The following are alternatives to direct, individual verifications and inspections:

a. (Unacceptable Housing). Procedures that (1) provide members an opportunity to affirm their overall housing situations are acceptable (e.g., "Do you feel the housing you live in is suitable or unsuitable? ☐ Suitable ☐ Unsuitable"), and (2) count as assets the housing of all members who affirm theirs is acceptable (unless in locations detrimental to mission requirements).

b. (Involuntary Separation). Procedures that estimate understatement of voluntary separation and correct it with aggregate adjustments from involuntary separation (item 9a) to voluntary separation (item 1 O).

5. Item Instructions for Completing DD Form 1523

- a. Item 1, Date of Report. Date report completed.
- b. Item 2, Fiscal Year. Fiscal year that authorization will be requested for proposed project.
- c. Item 3, DoD Component. Military Service or Defense Agency.
- d. Item 4, Reporting Installation. Name and location of installation.
- e. Item 5, Data as of. The as-of date of the information reported.

f. Item 6, Total Personnel Strength (Current). The following personnel assigned to the installation on the as-of date (Item 5), including assigned personnel of tenant units from other Services:

(1) Permanent party military personnel assigned on the as-of date (Item 5) on permanent change of station orders, including PCS students (assigned to courses of 20 or more weeks).

(2) Civilians as authorized: key and essential; U.S. citizen civilian employees provided DoD housing in foreign countries per Chapter 1 and DoD Directive 1400.6 (reference (f)). Civilians included in personnel data shall be grouped with military personnel based on grade equivalence per Table 2-1.

(3) Transients, including students assigned for less than 20 weeks, rotational, and hospital patients (from other installations).

g. Item 7, Permanent Party Personnel (current). Item 6 minus transients.

h. Items 6 and 7, Projected. Long range total personnel strength and permanent party personnel based on the Service's latest approved long range planning documents available as of the report completion date (Item 1). If the projected permanent party strength is an increase of ten percent or more over the current permanent party strength shown in item 7, explain in Item 15, giving the approximate time when all, or the major part of, the buildup will be done.

i. Item 8, Gross Family Housing Requirements

(1) Unadjusted gross requirement. From item 7, subtract civilians without dependents and permanent party military personnel who are not eligible for dependent-rate BAQ. The unadjusted gross requirement should reflect applicable guidance in Section D, Chapter 2, of this Manual.

(2) Adjusted gross requirement. The gross family housing requirements reported on item 8 should include the following adjustments to the unadjusted gross requirement:

(a) Add the number of families who retain family housing, while their sponsors are on unaccompanied short tours, per section E. of Chapter 2. (Current unaccompanied families are reported on item 27 of DD Form 141 O.) Projections of those families (adjustments in columns (e) through (h)) should reflect projected changes in family housing inventory and Component guidance based on expected changes in total force deployments to dependent-restricted areas. Pending such guidance, the numbers added into the projected columns shall reflect the same percentage of item 12a as those in the current columns.

(b) Net adjustments (plus or minus) for military members married to other assigned military members. If the needed prior-year data are available, projections of that adjustment should be based on a 3-year trend analysis. If prior-year data are not available, the projected adjustment of gross requirement shall be proportional to the current adjustment.

(3) Personnel-based housing data on all following lines shall be limited to persons reportable per the criteria for line 8.

j. Item 9, Total Unacceptably Housed. Items 9a + 9b + 9c. (Items 9a, 9b, 9c, 10, 12a(l), and 12b(l) reflect the current status of--and their total equals--the current families reported on item 8.)

(1) Item 9a, Involuntarily Separated. Data based on criteria in subparagraph D2e, Chapter 2 of this Manual.

(2) Item 9b, In Military Housing to be Disposed/Replaced. If service members are living in units (whether designated adequate or substandard) to be replaced by a new construction project in the proposed legislative program for the upcoming fiscal year, or the year (s) of a 2-year budget book, report them in columns based on the members' grades. If no occupied units are being replaced, enter zero (0).

(3) Item 9c, Unacceptably Housed-In Community. Families occupying private housing unacceptable per subparagraph D2f, Chapter 2 of this Manual.

k. Item 10, Voluntary Separations. Data based on criteria in subparagraph D2g, Chapter 2 of this Manual. If the needed prior-year data are available, projections of voluntary separation by grade shall be calculated against 3-year experience and gross requirement in the same manner that the latter is projected against permanent party personnel. If prior year data are not available, the ratio of the projected columns to current columns shall be the same as in item 8.

1. Item 11, Effective Housing Requirements. Item 8 minus item 10.
Personnel-based housing data on following items shall be limited to persons with a housing requirement reportable on item 11.

m. Item 12, Housing Assets. Items 12a+ 1 2b.

(1) Item 12a, Under Military Control. Total family housing under military control, equal to subtotal items: 12a(1) + 12a(2) + 12a(3) + 12a(4), in applicable columns. This and the subtotal items include units designated substandard, but exclude units (regardless of adequacy) that are being replaced by a new construction project in the proposed legislative program for the upcoming fiscal year(s).

(a) Item 12a(1), Housed in Existing DoD Owned/Controlled

1 Columns (a) through (d), Current: Families occupying military family housing, in columns based on the grades of occupying Service members. Exclude units (regardless of adequacy) that are being replaced by a new construction project in the proposed legislative program for the upcoming fiscal year(s).

2 Columns (e) through (h), Projected: Existing military family housing, including currently vacant and inactive, by designated/planned grade category. Exclude units (regardless of adequacy) that are being replaced by a new construction project in the proposed legislative program for the upcoming fiscal year(s). Column (h) should be equal to column (d) in item 12a, current "Under Military Control," less any current short-term domestic leases.

(b) Item 12a(2), Under Contract/Approved. All public quarters under construction; construction, foreign leasing, and long-term domestic leasing authorized and approved and pending authorization and appropriation, as well as all rental guarantee units under contract or approved for development. Private housing leased as public quarters pending new construction shall not be charged as assets in projecting the long-range situation.

(c) Item 12a(3), Vacant. Vacant military family housing. Exclude units (regardless of adequacy) that are being replaced by a new construction project in the proposed legislative program for the upcoming fiscal year(s).

(d) Item 12a(4), Inactive. Military family housing units that have been temporarily diverted, or placed in a caretaker status for reasons other than routine maintenance and cleanup, and are not available for family occupancy. Exclude units (regardless of adequacy) that are being replaced by a new construction project in the proposed legislative program for the upcoming fiscal year(s).

(2) Item 12b, Private Housing. To support a proposed project, private housing data shall be based on the guidance in Chapter 2 ("Community Housing Acceptability Criteria," and "Housing Market Analysis"), the instructions in the following subparagraphs, and supplemental procedures. Rental and ownership markets should be separately determined, as

should grade and bedroom requirements and assets, before they are combined in this section. The proportion of private housing projected to be available should reflect adjustments for economic factors of pay, rental rate, and housing price trends.

(a) Current. Items 12b(1) + 12b(2).

1 Item 12b(1), Acceptably Housed. Families occupying private housing acceptable per paragraph D3, Chapter 2 of this Manual. Equal to item 8 minus item 9 minus item 10 minus item 12a(I).

2 Item 12b(2), Acceptable Vacant Rental. From total rental housing, find out the percentage of market penetration by military personnel. Get vacancy information from local officials, real estate organizations, planning commissions or other reliable sources. Multiply the market penetration rate (percentage) by the vacancies. Surplus vacancies may be omitted from this item and reported in item 15. Surplus vacancies are those that are not suitable to reduce any of the remaining subcategory deficits (e.g., a deficit of three-bedroom units for E-4s).

(b) Projected. Optimum number of families, from item 11, projected to occupy acceptable private housing.

n. Item 13, Effective Housing Deficit. Number of families unacceptably housed after optimum distribution of housing assets against effective housing requirements.

o. Item 14, Proposed Project. The number of units proposed for the fiscal year shown in Item 2. Shall not exceed 90 percent of the deficit projected on item 13.

p. Item 15, Remarks. Comments on specified items. Identify each comment by the item number of the data to which it applies. Explain briefly the need for the project; include (1) the planned project composition by grade groups (O10-O6, O5-O4, O3-W1, E9-E7, E6-E4, E3-E1) and by bedroom composition within grade groups, and (2) the corresponding (grade/bedroom) composition of the deficits supporting the project. If a proposed new construction project will replace existing family housing units, state the total to be replaced; the total includes occupied units reported in item 9b, plus vacant units to be replaced. Cite any concurrence in the need by local chambers of commerce, realtors, FHA field office director, etc. Installation criteria that are major deviations from the standard should be explained (e.g., designating a community within a one-hour commute unacceptable because of a drawbridge that would routinely cause the commute time to extend to two hours). Provide information on adjustments in gross family housing requirements.

GENERAL ANI) FLAG OFFICER QUARTERS MANAGEMENT REPORT		REPORT CONTROL SYMBOL	
. REPORT DATE 30 September 1992		Z. REAL PROPERTY INVENTORY CODE (RPIC) M60050	
I. INSTALLATION DATA			
a. NAME MCAS El Toro		b. MAJOR COMMAND/ ENGINEERING FIELD DIVISION	
c. STATE CA	d. ZIP CODE 92709-5001	e. COUNTRY Us.	
. QUARTERS DATA			
. QUARTERS IDENTIFICATION CODE (QIC) DE		b. LOCAL QUARTERS IDENTIFICATION Qtrs B	
. NET FLOOR AREA (Sq. Ft.) 2,542		d. YEAR BUILT 1943	e. HISTORIC REGISTER No
. MANAGEMENT DATA (Enter whole dollar • mounts only)			
I. TOTAL OPERATIONS AND MAINTENANCE ((1) + (2) + (3) + (4))		\$ 13,407	
(1) OPERATIONS	\$ 2,559		
(2) UTILITIES	\$ 2,000		
(3) LEASE	\$		
(4) MAINTENANCE AND REPAIR	\$ 8,848		
3. IMPROVEMENTS		\$ 0	
4. CONGRESSIONALLY APPROVED AMOUNT FOR MAINTENANCE AND REPAIR	\$ N/A		
5. REMARKS			

IO Form 2405, OCT 92

PREVIOUS EDITION IS OBSOLETE

Figure C-4. DD Form 2405

**C. INSTRUCTIONS FOR COMPLETING GENERAL AND FLAG OFFICER QUARTERS
(G&FOQ) MANAGEMENT REPORT, DD FORM 2405, RCS DD-A&T(AR)1706**

1. General Instructions

a. Reporting Requirements. Chapter 2 requires the DoD Components to maintain, for each general and flag officer quarters, information on obligations occurring during each fiscal year. This shall include quarters which, for any portion of the year, are occupied by or intended for occupancy by an officer of General or Flag rank or civilian equivalent. The DoD Components may use DD Form 2405 to maintain and report this information.

b. Report Frequency. The DoD Components shall submit information on G&FOQ annual obligations, as required, to the Assistant Deputy Under Secretary of Defense (Conservation and installations). Information shall be available, for submission as required, after December 15 following the fiscal year, and shall be for a full year and as of the last day of each fiscal year.

2. Instructions for Completing Items 1 through 5

a. Item 1, Report Date. Last date of the fiscal year.

b. Item 2, Real Property Inventory Code, (RPIC). See instructions for DD Forms 1410 and 1411, RPIC item, this appendix. (Summary report: leave blank.)

c. Installation Data, Item 3

(1) Item 3a, Name. Installation name. Whenever reports are submitted for the first time or last time, Item 3a shall be marked "First Report" or "Last Report" as appropriate. (Summary Report: DoD Component plus "worldwide"; e.g., "Army Worldwide.")

(2) Item 3b, Major Command/EFD. Official short title for the major command or engineering field division (EFD). (Summary Report: Leave blank.)

(3) Item 3c, State. For installations in the United States, the name of the state or the District of Columbia. If not in the United States, leave blank. (Summary report: Leave blank.)

(4) Item 3d, ZIP Code. The nine-character hyphenated postal ZIP code of the reporting installation. (Summary report: Leave blank.)

(5) Item 3e, Country. Installations in the United States, enter "US." Installations in a foreign country, the name of the country. (Summary report: Leave blank.)

d. Item 4, Quarters Data

(1) Item 4a, Quarters Identification Code. The QIC provided by the Component headquarters. (Summary report: Leave blank.)

(2) Item 4b, Local Quarters Identification. The local quarters number, facility number, or street address used by the installation. (Summary report: Leave blank.)

(3) Item 4c, Net Floor Area. Net floor area in square feet. “(Summary Report: . Two entries: (a) Total for all G&FOQ; (b) Leased area included in total.)

(4) Item 4d, Year Built. Year the unit was constructed. (Summary Report: Year representing the average age of all G&FOQ, excluding leased.)

(5) Item 4e, Historic Register. Enter an X in the on the left side of the Item if the set of quarters is on the historic register; on the right if it is not. (Summary Report: On the left, the number of G&FOQ on the historic register; on the right, the number of G&FOQ not on the register. The two numbers, added, equal the DoD Component’s worldwide total of all G&FOQ.)

e. Management Data. Each entry in the management data items shall be expressed in whole dollars.

(1) Item 5a, Total Operation & Maintenance. The sum of subtotal items 5a(1), 5a(2), 5a(3), and 5a(4) below. (Summary Report: Total of same items.)

(a) Item 5a(1), Operations. Operations obligations, less leasing and utilities, for the fiscal year. (Summary Report: Total for all G&FOQ except leased units.)

(b) Item 5a(2), Utilities. Utilities obligations for the fiscal year. (Summary Report: Total for all G&FOQ except leased units.)

(c) Item 5a(3), Lease. Amount obligated for leasing for the fiscal year. (Summary Report: Total operation and maintenance (item 5a) for all leased G&FOQ. Between “Lease” and the obligation data item, enter the total number of leased G&FOQ.)

(d) Item 5a(4), Maintenance and Repair. Total maintenance and repair obligations for the fiscal year, including incidental improvements. (Summary Report: Total for . all G&FOQ except leased units.)

(2) Item 5b, Improvements. Total improvements (post acquisition construction) obligations for the fiscal year. (Summary Report: Total for all G&FOQ.)

(3) Item 5c, Congressionally Approved Amount for Maintenance and Repair. Congressionally approved amount, if applicable. (Summary Report: Leave blank)